

~~SECRET~~  
AGENDA FOR MANAGEMENT MEETINGS

8 July 1963

1. PERSONNEL

- a. Utilization
- b. Recruitment
- c. Rotation and Assignments
- d. Training
- e. Promotion, Incentives and Within Grade Increases
- f. Fitness Reports
- g. Evaluation of Employee during Probationary Period
- h. Morale and Social Activities

Items a and c above -- All Branch Chiefs.

Items b, d, e, f, g, and h -- All Branch and Section Chiefs.

15 July 1963

2. INTERNAL PD OPERATING MANUAL

- a. Applicable Laws and Regulations
- b. Policy on Fees
- c. Policy on Overhead Rates
- d. Policy on Government Furnished Equipment
- e. Policy on Sole Source and Competitive Practices
- f. Policy on Acceptance of Overhead for Independent Research and Development Cost
- g. Policy on Selection of Type of Contract
- h. When to apply DOD Practices
- i. Responsibilities of Procurement and Contracting Officers
- j. Public Relations and Liaison
- k. Basic Tools of the Trade
- l. Who is Responsible for Designation of Consignee

Each Branch Chief will furnish a draft of an outline of the above subjects by 15 July as they affect his Branch. The preparation thereof may be delegated as considered desirable and should include other subjects as appropriate to his specific functions. All Branch Chiefs will then meet to discuss the same on 15 July 1963.

~~SECRET~~

22 July 1963

3. CRITIQUE OF PROCUREMENT EVALUATION COMMITTEE

- a. Clear definition of what and when to present to PEC
- b. How to prepare presentation
- c. Should all Section Chiefs attend PEC Meeting
- d. Should Overhead Rates be resolved by PEC, or jointly by ICAD and Negotiators
- e. Should new sources be discussed by PEC prior to a specific requirement existing.

Chief, Contract Branch, all Chiefs of Contract Sections, and Chief, General Products Branch.

29 July 1963

4. CRITIQUE OF PROCUREMENT PLANNING COMMITTEE

- a. Should this Committee be enlarged to include Section Chiefs
- b. Discuss regularly scheduled meetings versus ad hoc meetings
- c. Methods of improving information submitted on requisitions.

Chiefs, Contract Branch and General Products Branch and the previously designated personnel having the responsibility of liaison to Operating Divisions for procurement planning matters.

5 August 1963

5. CRITIQUE OF CONTRACTOR EVALUATION PROGRAM

- a. Discuss advantages and practical uses of evaluations
- b. Discuss possible inclusion in evaluations of ratings by individual components
- c. Possibility of obtaining and using DOD ratings on mutually used Contractors.

All Branch and Section Chiefs, except  
ment Branch and

25X1A

25X1A

~~SECRET~~

12 August 1963

6. CRITIQUE ON COST AND PRICE ANALYSIS PROGRAM

- a. Obtaining basic information from Contractor in his proposal
- b. Define area of responsibility of:

- (1) ICAD
- (2) ES/CB
- (3) Technical Office
- (4) Negotiator

- c. Adequate documentation of contract record as to action taken by each responsible segment under b. above.

Chiefs, Contract Branch, General Products Branch, Research & Development Contract Section, Industrial Contract Section and Engineering Section. Chief, ICAD is to be invited also.

19 August 1963

7. REVIEW OF CURRENT PROCEDURES WITH EMPHASIS ON ACCELERATION OF THE PROCUREMENT PROCESS

(Procedures to be only reviewed in detail Section by Section to uncover problems or overlapping areas, clarify necessity for procedural details and open areas for improvement.)

a. Support & Control Staff

- (1) Accountability and control of files.
- (2) Improve reproduction time.
- (3) Describe logging procedures and purpose.
- (4) Discuss methods of discouraging handcarrying requisitions.
- (5) Discuss reporting requirements.

All Branch and Section Chiefs.

26 August 1963

b. Engineering Section

Added subject: More definite definition of responsibilities.

Chiefs, Contract Branch and Engineering Section.

~~SECRET~~

~~SECRET~~

4 September 1963

c. Research & Development Contract Section

Chiefs, Contract Branch and R&DCS.

9 September 1963

d. Industrial Contract Section

Chiefs, Contract Branch and ICS.

16 September 1963

e. Contract Administration Section

Chiefs, Contract Branch and CAS.

23 September 1963

f. Contract Settlement Section

Chiefs, Contract Branch and CSS

30 September 1963

25X1A



7 October 1963

h. General Procurement Section

Chiefs, General Products Branch and GPS.

14 October 1963



25X1A



ILLEGIB

CONFIDENTIAL

~~SECRET~~

~~SECRET~~

21 October 1963

8. REVIEW OF THE PROCUREMENT PRIORITY SYSTEM

- a. Realistic Deadlines
- b. How best to obtain accurate delivery dates
- c. Results of new system, PD Memo No. 63-18.

All Branch and Section Chiefs.

28 October 1963

9. SUMMARY AND REVIEW OF CHANGES, ACCOMPLISHMENTS AND UNFINISHED BUSINESS

All Branch and Section Chiefs.

~~SECRET~~